

Opportunity Profile

Program Executive

**Second Presbyterian Church
Memphis, Tennessee**

HISTORY/OVERVIEW

Organized in 1844, Second Presbyterian Church is deeply rooted in the history of Memphis. For more than 160 years, Second Presbyterian Church has stood squarely in the Reformed confessional tradition, governed by elders (the Session), and possessing a heartfelt commitment to live for the glory of God.

Second Presbyterian Church is:

- A **worshiping** church – joyfully seeking to bring glory and honor to God
- An **evangelical** church – preaching the Gospel of Jesus Christ and holding to the full authority of the Bible as the Word of God
- A **caring** church – aiming to become a loving fellowship of believers in Jesus Christ, a family of faith in which all who trust Christ can find a spiritual home
- A **witnessing** church – calling individuals to personal commitment to Jesus Christ and maintaining a strong testimony at home and abroad
- A **ministering** church, serving people and meeting needs in the name of Christ

Second Presbyterian Church has an approximate membership of 3800 and over the past several years the average age of the membership has grown younger. The church's culture is vibrant and progressive with a high value being placed on growth. The congregation welcomes people from all socio-economic, racial, and national backgrounds, and has been blessed with the addition of many new Christians from various backgrounds. The gospel-centered vision embraced by Second Presbyterian includes a commitment to outreach, spiritual growth and equipping ministry in order to influence the community, the nation, and the world for Christ.

Since 1989, Second Presbyterian Church has been a member of the Evangelical Presbyterian Church denomination and gladly participates in the leadership, support and growth of the denomination. For more information visit their web site, www.2pc.org.

THE POSITION

The Program Executive (PE) is a member of what will become a five-person management team and reports to the Reverend Sanders (Sandy) L. Willson.

The purpose of the PE position is to provide executive leadership to the Program Division staff and ministries in pursuit of the mission statement of the church and to assist in the ministry and mission of the church by means of prayer, preaching and teaching.

The responsibilities of the PE fall into two areas:

- Pastoral Ministry

➤ Program Leadership

The pastoral responsibilities, if ordained, include:

- Assisting in the liturgy,
- Preaching as needed,
- Providing pastoral leadership for one or more congregational communities.

The PE, if ordained, should expect to spend approximately 25% of his time on the Pastoral responsibilities.

As the job title (Program Executive) indicates, the primary responsibilities of the PE are in the area of program leadership. These responsibilities include:

Staff Recruitment and Management

- Recruit, train, lead and evaluate program staff in accomplishing the mission of the church.

Program areas include:

- ✓ Worship and Music
- ✓ World Missions
- ✓ MissionUSA
- ✓ Christian Education
- ✓ Evangelism and Outreach
- ✓ Lay Mobilization
- ✓ Adult Discipleship
- ✓ Men's and Women's Ministries
- ✓ Other areas as deemed appropriate and as scope allows

Program Administration

- Ensure effective ministry in all program departments
- Work effectively with all Sessional committees within the Program Division
- Oversee church-wide programs to ensure consistency and compatibility with the vision of the church
- Develop and maintain the budget of all program areas

Adult Discipleship Leadership

- Establish a comprehensive plan for long range adult discipleship including major initiatives in outreach strategy and development of small groups
- Teach when appropriate

THE MANAGEMENT TEAM

The Management Team meets regularly to confer and problem solve on personnel and policy issues. They work together collegially with a high degree of trust, integrity, and reliance on each others' strengths and honesty about weaknesses. The members of this team are:

Reverend Sanders (Sandy) L. Willson – Sandy is a 1973 graduate of the University of Virginia with a B.S. in Electrical Engineering. He also holds the Master's in Divinity from Gordon Conwell Theological Seminary. Reverend Willson joined the staff of Second as Senior Pastor in 1995.

Reverend Darrin (Rocky) S. Anthony – Rocky serves as Pastoral Executive. He holds the B.S. in Communications from Southwest Missouri State University and the Master's in Divinity in Missions from Reformed Theological Seminary. Rocky has been at Second Presbyterian since 1989.

Miss Susan C. Nash – Susan serves as Ministry Executive and acting Program Executive. She attended the Sorbonne University before graduating from the University of Alabama with a B.A. in French. She also holds the Master's in Christian Education from Reformed Theological Seminary. Susan has been at Second Presbyterian since 1986.

Mr. Harold Ware – Harold serves as the Chief Administrative Officer. He holds the BA and MBA from the University of Memphis. Harold is a Certified Public Accountant and spent over twenty years in service sector industries before joining the staff of Second Presbyterian in July, 2003.

SECOND'S MANAGEMENT STYLE OR ETHOS

The management style or ethos at Second is consensual and collegial. Each staff member owns his/her program and all the responsibilities that come with it, but it is also true that every staff member "owns" every other program as well. The result is a core value at Second of being open, honest, accountable and accepting loving feedback. This kind of communication requires an ability to listen, to adjust or persuade, to build consensus, to wait, if necessary, and above all to love and respect in the midst of disagreement. Open and honest relationships are required with problems being handled directly and lovingly.

PERSONAL QUALIFICATIONS

The right person for this job:

- Should live his life in submission to Christ's Leadership, being a man of God, a man of prayer, who knows by personal daily experience what it means to be renewed by God's grace and who demonstrates godliness in his personal relationships, in the church and in the community.
- Must be in theological agreement with the Westminster Confession of Faith; conversant with the essentials of the reformed faith and able to articulate them. He further must understand and endorse the mission and ministry of Second Presbyterian Church. If non-ordained, he must become a member of Second Presbyterian Church and be eligible to stand for election to the Session. If ordained, he must become a member of the Central South Presbytery of the Evangelical Presbyterian Church.
- Should have a high degree of dedication to minister in the church through this position. He should have a high energy level, excellent health, and a readiness to take on this significant challenge. His family situation should allow for meeting the demands of the position without it's being a detriment to the family.
- Must have exceptional interpersonal skills; able to interact in a professional, authentic, and collegial manner with the congregation, lay leaders and staff.
- Must demonstrate ***excellence in strategic and management leadership with a proven record as a skillful program administrator***. This includes:
 - ✓ The possession of a servant spirit,
 - ✓ A willingness to lead in cooperative relationships with other leaders,
 - ✓ A desire for consensus building,
 - ✓ An ability to cast a vision for the program areas for which he is responsible and to enable others to execute that vision,
 - ✓ Analytical skills and creative ability to direct issues and programs.

PROFESSIONAL QUALIFICATIONS

We have been careful not to be too limiting on the professional qualifications, because we want to cast the net as broad as possible when considering candidates. However, ideally speaking, the right candidate would have:

- A bachelor's degree; seminary training is a plus
- 10+ years of successful leadership and progressively responsible program management experience and responsibilities
- An elementary understanding of financial as well as human resource management

THE STYLE AND FOCUS OF THE PERSON

Assertive The PE must have an action and activist orientation. He shouldn't be dependent upon others to be told on what to focus. He must take ownership of his area of responsibility. He must quickly grasp his area of responsibility and drive the leadership of programs to continue to move the organization in a positive direction.

Flexible While most of the leadership at Second would agree that the overall ministry is strategically organized, no one would say that things around Second are rigid. The PE must be flexible in his approach to managing his areas of responsibility.

Field, not task, oriented The position calls for someone who sees the big picture and does not get bogged down in the details of getting the job done.

Dynamic, not static Even the casual observer would say that Second is a very dynamic church body. The leadership is not afraid to take risks and experiment with new ideas as long as the ideas fit within the strategic vision of the church. The PE must be able to thrive in the midst of the dynamic growth of Second.

Organized The PE must be organized and "hands on" enough to stay on top of details, numbers, objectives, policies and any other factors that impact the programs, without being so "hands on" that he stifles the life of the organization.

WHO WILL BE ATTRACTED TO THIS POSITION

SOMEONE WHO IS COMMITTED TO THE WORK OF THE LOCAL CHURCH

The right person for this position will wake up each day energized by the prospects of walking with God while working in the local church. The PE of Second Presbyterian Church will have the unique opportunity of seeing the influence and impact of this ministry grow to significant levels. He will be able to look back with gratitude in his heart to God and see how he has played a role in creating an environment in which people from the greater Memphis area can grow to become mature Christians, influencing the world for Christ. He will have a high energy level, a readiness to take on a significant challenge, and a willingness to set aside personal convenience when necessary.

SOMEONE WHO IS READY FOR A 7-10 YEAR COMMITMENT

It takes time to establish the trust relationships that are necessary to have the impact that the Session of Second Presbyterian Church wants the PE to have. The church is

willing to invest the time and resources needed for the PE to make a huge impact on the City of Memphis and the world at large. They ask that the person coming to this job be willing to make the same commitment.

SOMEONE WHO WANTS TO WORK IN A PROACTIVE, CUTTING-EDGE MINISTRY MINDED LOCAL CHURCH

Second Presbyterian Church is on a mission to make a difference for Christ in the City of Memphis and in the world at large. In the past few years God has brought together a team of men and women who take Christ's commands seriously. Staff and lay leaders alike are committed to ministering to God's people within the church and as God's people ministering in the community, nation, and world—calling the lost home and being a home for the lost.

On the home front, Second has put intentional energy into efforts of shepherding its people. In this regard, over the last year an Every Member Matters campaign has been mounted to ensure that every member is within the caring context of a congregational community and is prayed for and cared for. Subsequent phases of the campaign will attempt to reclaim members and clarify expectations of church membership. For several years emphasis has been placed on church discipline and the restoration and peacemaking ministry has resulted. This ministry seeks to come alongside those members in situations of divorce or addictions to speak the truth in love. Through mentoring and marriage conferences and a partnership with Families Matter (www.midsouthmarriages.com), the family is taken seriously and resources are brought to bear to strengthen and encourage marriages and family life.

The ministries to the congregation for spiritual growth and discipleship from nursery to seniors are alive and well.

- AMEN Bible Study began in the fall of 1995 and has grown to over 450 regular attendees at a 6:30 a.m. men's Bible study that meets on Thursday mornings. This Bible Study draws unchurched men and men from various churches in the Memphis area.
- An array of women's Bible studies brings around 375 women on campus weekly.
- The youth ministry has exploded over the last few years with record numbers impacted through outreach and discipleship.
- A movement has begun in our young adult singles called Crossroads with a strong teaching ministry and intentional mentoring.
- The development of young leaders, whether married or single, is a priority and all committees and teams intentionally include the 35 and under group.
- The children are being encouraged as worshippers through the growing ministry of choir and the development of an arts and culture ministry.

Both for building up its members as well as inviting the community, (both believers and seekers) Second serves as a strong teaching and training center. Three major conferences (World Missions, Mission USA, and Christian Life) annually provide a

forum for vision and challenge to live an integrated life of faith and practice with purpose.

The two missions conferences are strategic in giving vision to the fulfillment of the Great Commission in the Second Presbyterian Church sphere of influence in keeping with its growing resources. Such speakers as Clive Calvert, Raju Abraham, Michael Cassidy, John Perkins, David Anderson, Randy Pope, Stuart Briscoe (2005), Tony Campolo (2006) have inspired and challenged the members to be intentional in spreading the gospel in word and deed in the city and world in which they live.

The Christian Life Conference, an annual theological conference, provides worldview training combining doctrinal teaching with real life application delivered by a two-person team (a pastor and a scholar). These teams have included John Guest, Sinclair Ferguson, Eric Alexander, Ravi Zacharias, Richard Pratt, Jerram Barrs, Bryan Chapell, Bruce Waltke, Harry Reeder, Skip Ryan, John Wood, D. A. Carson and Walt Kaiser (2006).

Stewardship is taken seriously and giving to the general budget, missions, and the Foundation is steadily increasing. The Second Presbyterian Foundation was established in 1998. It began with \$3.6 million dollars and now has a balance of over \$13,800,000. The Foundation puts the interest to work for Kingdom purposes under the following guidelines:

- 35% to the development of Christian leadership in Memphis, America, and around the world;
- 20% for planting healthy churches in Memphis, America, and around the world;
- 35% for the spiritual revitalization of Memphis Urban Neighborhoods through holistic church-based ministries which care for the body and soul;
- 10% to innovative methods of spreading the Gospel and fulfilling the Great Commission.

Issues Forums confront today's issues in a proclamational and pastoral style. Forums on homosexuality, drinking, and sex bring light to bear on practical issues that impact sanctification and forums on business ethics and the Arab-Israeli conflict provide a world and life view perspective on social and world problems. Second is committed to influencing its community by providing these resources.

Second also has taken on its role of developing leaders. The officers must undergo a 12-week training course and attend an annual conference and retreat. Innovative partnerships with both faith-based and "secular" organizations have birthed leadership development for urban pastors (Memphis Center for Urban Theological Studies-MCUTS), for emerging young leaders (NEXUS), for minority and women owned business leaders (MMBC Majority Partners), for college graduates wanting world-life view mentoring (The Fellows Program), for youth staff (youth summer intern and youth 2-year intern program), and pastors (Pastoral Internship Program).

Second is committed to partnering with people and agencies in the city and world. More and more members are becoming involved in short-term mission trips, domestic and foreign. Over the last three years a steady climb in number of members (including youth) investing themselves in going on mission trips has been evidenced:

- ✓ 2002: 103 members/19 trips;
- ✓ 2003: 135 members/16 trips;
- ✓ 2004: 173 members/23 trips.

The number of full-time Christian workers coming from the congregation is increasing and recently 100+ members (including 30+ youth) answered a call to want to dedicate themselves to God's will to consider full-time Christian work.

Our Mission USA and World Mission budgets are around \$2 Million. Our strategy is to form strategic partnerships for training, for relief work, and for church planting. Second has planted 12 churches, among them Hope Presbyterian Church. The then Executive Minister, Dr. Craig Strickland, left Second to plant Hope Presbyterian Church, which soon became the fastest growing Presbyterian Church in the country. Today with over 5,250 members, Hope has outgrown her older mother church and is a model of reaching the un-churched. We have 50 partners in the city and are seeking to plant an urban church partnering with another denomination. Nine epicenters for world missions have been forged with indigenous leaders.

The campus is shared with Presbyterian Day School (www.pdsmemphis.org), the largest boys day school in the country and Christian Psychological Center (www.cpcmemphis.net). The school was founded in 1949 by the church, which controls a majority of the Board of Directors. Under the leadership of the current headmaster, the school is growing and about to embark on a multi-million dollar capital campaign to improve and expand their facilities. The Counseling Center has six doctors, two Licensed Professional Counselors, and 1 Licensed Clinical Social Worker who serve the community in individual counseling, in the training of pastors and church staff, and in a growing ministry in the urban context.

In 1989 the church embarked on what was to become a 10 year, five phase capital campaign that began on the west end of the campus. The expansion and renovation was culminated on Christmas Eve 2001 when the congregation moved back into the sanctuary which had undergone a \$10,000,000 renovation in only seven months. The sanctuary was expanded by fifty percent with no degradation in seating.

Second's vision to be a kingdom center has already begun to be a reality. It is committed to being:

- ✓ A training and healing center for broken lives and families
- ✓ An evangelistic center
- ✓ A resource center for the transformation of Memphis and the world
- ✓ A catalyst for leadership development for Memphis and the world

Every team member counts in making this dream a reality. The role of the Program Executive is essential.

SOMEONE WHO CAN WORK WITH AND ON A VERY STRONG MANAGEMENT TEAM

The right person will be someone who is drawn to opportunities to work within a team of highly skilled professionals, in a fast-paced, problem-solving environment that demands creativity and intellectual rigor. He must be comfortable with the give and take necessary to get things done when dealing with strong personalities. The one most comfortable in this environment is able to articulate clearly and concisely his own conclusions with solid rationale and who disagrees humbly, respectfully, and tenaciously.

SOMEONE WHO UNDERSTANDS AND IS EXCITED ABOUT HIS GIFTS AND ABILITIES

The right person for this job will be someone who understands well and has come to grips with the assets and liabilities of both his spiritual gifts and natural giftedness. He is comfortable in his own skin and enjoys working with like-minded people. We are looking for someone who is naturally drawn to the duties and responsibilities of the PE position; someone who finds these duties and responsibilities absorbing and engaging and someone for whom the duties and responsibilities come as “second nature” to the person.

WHERE IS THIS PERSON TODAY?

We don't want this to be a limiting section of the Opportunity Profile, but rather, to stimulate the thinking of the reader as to the many places that someone coming to this position could be serving today.

THE STAFF OF A LOCAL CHURCH

It is likely that the right person for this job is serving on the staff of a local church. Due to the scope of responsibilities, his church experience is probably at a church with a membership / consistent attendance of more than 1000.

THE STAFF OF A PARACHURCH MINISTRY

Given that the person understands and is committed to the ministry of the local church, there are many parachurch ministries where someone could have received the experience needed to thrive in this job.

RECENT SEMINARY GRADUATE

In recent years, there are more and more men and women who have successful careers in the private sector or other venues and go to seminary later in life. Someone who has program development and leadership in his work experience prior to attending seminary could be a great fit for this job.

LAYMAN IN A LOCAL CHURCH

Here we are thinking of someone whose background and experience might include many of the following:

- 15+ years of progressively increasing managerial responsibility in the private sector (When we use the words “private sector” we mean a broad range of areas outside of the ministry. This could include education, government, military, etc.) Hopefully this experience would include program development and management.
- Long term involvement in the local church where, as a layman, he has provided leadership to various programs of the church
- Early in his career, he probably had significant discipleship training and hopefully program exposure with a ministry such as Navigators, Campus Crusade for Christ, Young Life, InterVarsity Christian Fellowship, etc.
- For the past several years at some level, he has been thinking about making the transition to utilize his leadership ability in the local church as a vocation.

THE OPPORTUNITY

For the right individual, that person who cares deeply about redeeming and strengthening society through the local church, the opportunity to be the Program Executive for Second Presbyterian Church will be very attractive.

Compensation consists of a competitive base salary dependent on the qualifications and experience of the successful candidate. A comprehensive benefit package is provided that includes health and life insurance and a retirement plan.

We encourage anyone who is qualified and has a strong desire to work in this environment to contact us and discuss the position. Alternatively, you may know of someone to nominate for this position.

APPLICATION/INQUIRY PROCESS

The Program Executive Search Committee of Second Presbyterian Church has retained People Management International to assist them in the search for their next Program executive. People Management has over 40 years of experience in working with growing organizations in the selection of senior leadership.

People Management will be coordinating the search process and working very closely with the members of the Search Committee in identifying and qualifying candidates for this position. The final decision will be made by the Search Committee.

We fully respect the need for confidentiality of information supplied by interested parties and assure them that their backgrounds and interests will not be discussed with anyone, including the leadership of Second Presbyterian Church, without prior consent, nor will reference contacts be made until mutual interest has been established.

In order to get to know you better, please provide a comprehensive resume or presentation of your experience. When writing the resume, substance is of more interest than brevity. Give enough information so that the depth and breadth of your ministry experience is understood.

When describing your ministry experience it would be helpful for us to know:

- Concerning your local church:
 - Total membership
 - Worship style
 - Ministry philosophy
 - Size of the church staff (full time and part-time staff)
- The scope of your responsibilities (# of direct reports, size of programs, which ones you have started, relative degree of success with various programs related ministries, etc.)
- Your place on the organization chart, etc.
- Demonstrated program creation and development successes

If you are ordained and coming from the PCA, EPC or PCUSA, feel free to include your Ministry Data Form or your Personal Information Form. If you are ordained and coming from another tradition (i.e. Baptist, Methodist, Episcopal, Bible Church, etc.) feel free to include any standard forms that your denomination uses. **However**, since we will be talking with candidates from many traditions and we want to be able to make an “apples to apples” comparison of experience, it is important that you submit your information in the manner that we have outlined.

If you are a lay person, be very specific about your involvement in/with the local church. While humility is important and appreciated, it is important for us to know how God has used you in the life of the local church.

In order to help us get a more complete picture of you, your experience and your interest in the Program Executive position at Second Presbyterian Church please provide responses to the following questions.

1. Tell us about your faith in Jesus. Include a brief story of your conversion experience as well as a bit of detail about your walk with Christ today.

2. Having read the Opportunity Profile, to the best of your understanding of the role of Program Executive, share with us the highlights of your ministry experience that most closely parallel that of the Program Executive at Second. Include in this narrative, items such as size of programs lead, your role in initiating and sustaining the programs, etc.
3. Why are you interested in working as the Program Executive for Second Presbyterian Church?
4. What are your Spiritual Gifts and how did you determine them?
5. Who are the people who have most influenced your philosophy of program ministry? Share some of the impact that these people have had upon your life.
6. Who are the people who have most influenced your theology?
7. Tell us about your experience in initiating and sustaining new ministry initiatives.

Submit (in WORD or .doc format) these responses along with your resume to:

People Management International

Tommy W. Thomas, D.Phil.

Phone: 615/463-2800 FAX: 615/463-2944

E-mail: info@JobFitMatters.com

This Opportunity Profile is been posted on our web site

www.JobFitMatters.com

Click on Current Searches and then go to the search titled

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